



## Board of Adjustments Submittal Documents

1. Completed Property Owner Certification with required submittal documents.
2. Site Plan
  - a. Drawings must have north arrow and scale shown.
  - b. Drawing of tract with all dimensions and required building setbacks
  - c. All existing (that will remain) and proposed structures with dimensions of front, side, and rear yards.
  - d. All existing or proposed rights-of-way including streets, alleys, and utility easements and driveways.
  - e. UDC required off-street parking spaces, dimensioned and numbered
  - f. Dimensions of access aisles and type of paving
  - g. Building elevations (all sides, to include height)
3. Vicinity Map
4. Legal Description
5. Furnish typed list of the names and mailing addresses of all property owners within **300 feet** of the subject property. Property owner's names may be obtained from the Bossier Parish Tax Assessor's Office at the Parish Courthouse.
6. Letter of Explanation
7. Photos (if applicable)
8. Manufactured/Modular Home Applications
  - a) Indicate Roof Pitch of proposed home.
  - b) Supply photos of proposed home (front, sides and rear)
9. Carport Cover Applications
  - c) supply list of building materials.
  - d) supply photos of "like" carport covers in the neighborhood and/or near vicinity.
10. Application Fee. (see Bossier City – Parish MPC fee schedule)
  - a. An invoice will be forwarded to the applicant.